

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, ARCHIVAL SERVICES

Reports to: Designated Supervisor

UW Job Code: 3787

UW Job Family: 3D – Media/Communication/Art

SOC Code: 25-4013

FLSA: Exempt

Pay Grade: 20

Date: 4-22-99 (revised 7-1-02; 9-19-03)

JOB PURPOSE:

Assist department by coordinating the operational, financial and personnel functions of the Accessioning Unit and for assigned project(s) under general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist by coordinating the administrative, financial and personnel activities of the Accessioning Unit including proper storage and collection repair.
- Assist in developing project goals and objectives and revising as necessary; assist in developing and implementing a comprehensive plan for delivery and assessment of meeting project objectives and goals.
- Train archival personnel on archival techniques and methods.
- Oversee shelf list database including restrictions and Deed of Gift information; write reports on status of projects.
- Assist in developing project budget recommendations, disseminating funding and monitoring expenses against budget allocations.
- Consult, as directed, with faculty, staff, students and the public to assist with providing policy or procedural information.
- Coordinate the curation and maintenance of exhibits ensuring current design standards are adhered to; provide marketing campaigns and develop presentations to promote the exhibits or project(s).
- Monitor all aspects of the American Heritage Center building environment for proper archival conditions; coordinate maintenance repairs.

SUPPLEMENTAL FUNCTIONS:

- Some travel may be required.

- May serve as representative for the department on University or division/ college committees, as directed.
- Acquire knowledge of current archival, preservation, conservation, and design standards and techniques.
- Maintain American Heritage Center disaster plan.
- May supervise reading room and assist researchers.
- May perform additional special assignments as directed.

COMPETENCIES:

- Attention to Detail
- Ability to Learn
- Integrity
- Consistency
- Quality Orientation
- Independence

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required registration, licensure, certification or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Archival concepts, methodology, and techniques.
- University, state and federal policies, rules and regulations.
- Historical contexts governing archival operations.
- Available sources of archival materials.
- Contemporary archival and records management principles and practices.
- Creating and maintaining databases, preferably Microsoft Access.
- Descriptive cataloging principles and archives use of the Internet.
- Policy and procedure development and implementation processes and procedures.
- Budget development and fiscal management processes and procedures.
- Marketing principles, practices, concepts, methodology and techniques.
- Advertising and promotion principles, practices, concepts, methodology and techniques.
- Data management and tracking.
- Archival environment requirements and associated processes and procedures required to bring environment into compliance.

Skills and Abilities to:

- Develop project goals, timelines, funding and budgeting strategies, and project assessments.
- Work as a team member and foster a cooperative work environment.
- Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions.
- Plan, organize and manage multiple projects with competing and time-sensitive deadlines.
- Develop budgets and manage fiscal responsibilities.
- Train other staff members in area policies and procedures.
- Conduct and maintain good public relations.
- Recall/access rules, regulations and laws relating to archives/records center and public records.
- Communicate technical information to non-technical personnel.
- Develop and maintain indices, bibliographies, and other reference guides and materials.
- Organize resources and establish priorities.
- Create, compose, and edit written materials.
- Assess objectives and operational requirements and develop and implement suitable operational policies and/or procedures.
- Analyze and solve complex problems pertaining to archival methods and procedures.

WORKING CONDITIONS:

Office/storage area environment. Occasional travel may be required.

Authorized by UW HR Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labors Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.